AMCHP’s Best Practices Program: Tips for Submitting

Supporting Resilient Maternal & Child Health Leaders
Introduction

This presentation will cover …

• Purpose ........................................................................................................3
• Why Submit to Innovation Station? .........................................................4
• Overview of the Submission Process .....................................................5
• Assessing readiness to submit .................................................................6
• Preparing your submission .....................................................................7
  ➢ General Dos and Don’ts ....................................................................8
  ➢ Helpful tips .....................................................................................9
• Final Steps: Submitting Online ...............................................................10
• Updates and Additional Information ...................................................18
• Thank you! ......................................................................................19
Purpose

This presentation is designed to assist applicants in completing a successful program submission to AMCHP’s Innovation Station.

The presentation will focus solely on the submission process and related tips. It is assumed the audience already has basic knowledge of the AMCHP’s Best Practice’s Program and Innovation Station, and is interested in submitting their program for consideration.

For an overview of the program, download the webinar on “Best Practices 101: AMCHP’s Approach to Collecting, Highlighting and Disseminating Effective Programs in MCH” available at www.amchp.org/bestpractices.
Why Submit?

Submitting to Innovation Station gives you the opportunity to:

• **Share successes with your peers.** Highlight a successful program and share challenges and lessons learned with your peers, as well as policy makers and public health advocates.

• **Enhance the MCH field** by providing a collection of promising or evidence-based practices.

• **Contribute to program replication.** Serve as a resource for states that seek to gain ideas for implementing new programs.

• **Receive national recognition.** Best practices will be included in the online database and may be featured in AMCHP’s *Pulse* and/or highlighted at AMCHP’s Annual Conference.

• **Get expert feedback** from the subject matter experts who review your program submission.
The Submission Process: Overview

• Applicants complete an online form (Zoomerang) and submit it electronically
  ➢ The link can be accessed through www.amchp.org/bestpractices
• Submissions are accepted on a rolling basis
• The review process occurs twice per year
  ➢ Usually in the spring and winter
• A panel of subject matter experts will review and score each submission on **8 criteria**. Scores are tabulated and discussed during a review call, and final status is determined.
• Applicants are notified of the results via email. Accepted programs are added to the Innovation Station database.
  ➢ AMCHP staff will send summary of reviewer feedback for your records.

• **If you are resubmitting**: If you have already successfully submitted a program to Innovation Station, and would like to resubmit for consideration as a promising or best practice, you do not have to submit online. Contact AMCHP staff for a copy of your original submission. You can send in an updated form directly for the next review.
Assessing Readiness to Submit

- Review AMCHP’s criteria for emerging, promising, and best practices
  [www.amchp.org/AboutAMCHP/BestPractices/Pages/BestPracticeTerms.aspx](http://www.amchp.org/AboutAMCHP/BestPractices/Pages/BestPracticeTerms.aspx)

- Download a copy of the blank submission template and review the questions

- Use the “Should I Submit?” Readiness Checklist to self-assess your program’s readiness
Preparing Your Submission

• Use the blank submission form (PDF or Word) from the Best Practices homepage (www.amchp.org/bestpractices) to draft your submission

• Gather related background documents & information (e.g. evaluation reports, grant applications and progress reports, annual reports, etc.)

• **Technical note**: The survey software used to collect your best practice information does not allow you to save your information and come back to it. AMCHP recommends printing out a copy of the Best Practice Submission Form, gathering information and consulting with colleagues (when relevant) and then logging in to submit your best practice.
Preparing Your Submission, cont’d

General Dos and Don’ts:

• Clearly describe your program in terms of:
  ➢ What are you doing? (activities)
  ➢ Why are you doing it? (need)
  ➢ What population are you targeting? (who)
  ➢ How are you measuring success? (evaluation)
  ➢ What were the results/outcomes? (impact)

• Answer all the questions as completely as possible
• Use spell check
• Clearly define all acronyms
• Highlight successes, lessons learned, and resources that you have created
Preparing Your Submission, cont’d

Helpful hints:

• **Time savers:**
  - Use text from existing documents, such as grant progress reports, evaluations, etc., rather than rewrite information from scratch.
  - Cross-reference other sections of your submission instead of repeating information.

• **Word limits:** Other than question #2, there is no specified word limit. We encourage you to be concise, but fully address each question and demonstrate how well your program meets the review criteria. Total page lengths for submissions range from 7-15 pages.

• **Ask AMCHP:** AMCHP staff are glad to help with any part of the submission. We can even review it before it is submitted to the panel to offer suggestions and feedback to help strengthen the application.
Final Steps

Submitting Online

The final section this presentation will walk you through the online submission tool.

Contact AMCHP staff at any time if you have trouble with your submission: Kate Howe, khowe@amchp.org, 202-266-3056 or AMCHP: 202-775-0436

*If you prefer not to submit online, you can prepare your submission in a Word document and email it to khowe@amchp.org.
Visit www.amchp.org/bestpractices to access the link to the online submission tool.
The Welcome Page of the online application will open in a new screen.

Be sure to have your application on hand.

You must complete the online form in one sitting as the survey software will not save incomplete information.

This process should take 30-45 minutes.

Click "Start Survey" when you are ready to begin.
AMCHP Best Practice Submission Form

DEFINITION & PURPOSE

WHAT IS A BEST PRACTICE?
AMCHP defines “best practices” as a continuum of practices, programs and policies that range from emerging to promising to those that have been extensively evaluated and proven effective (“best practices”). A best practice could focus on the health of women, adolescents, young children, families, or children with special health care needs. It could address mental health, data and assessment, financing, program integration, workforce development, emergency preparedness, family involvement, or another public health issue in Maternal and Child Health (MCH).

BEST PRACTICE (categories and criteria)

EMERGING PRACTICE
• Incorporates characteristics or theoretical foundations of other effective public health practices OR uses a novel approach that incorporates alternative foundations
• Based on guidelines, standards or models that have been proven effective
• Incorporates a process of continual quality improvement
• Has an evaluation plan in place to measure program outcomes

PROMISING PRACTICE (in addition to those listed above)
• Has strong evaluation data that demonstrates effectiveness of practice

BEST PRACTICE (in addition to those listed above)
• Has expert/peer review that demonstrates effectiveness of practice
• Has been replicated and produced desirable results in a variety of settings
• Has evaluation results that clearly link positive outcomes to the practice and not outside factors

WHY IS AMCHP COLLECTING BEST PRACTICES?
The purpose of AMCHP’s Best Practice work is to identify, collect and disseminate best practices in MCH to serve as a resource for AMCHP members and partners and to help improve state MCH programs. This resource will allow people to share information and get ideas from a wide range of existing programs.
SUBMITTING YOUR BEST PRACTICE (overview)

This Best Practice Submission Form contains 30 questions and should take between 30 - 45 minutes to complete.

SUBMISSION REQUIREMENTS
Please be sure to answer all questions in a complete manner so that the reviewers have a full picture of program activities/goals, program design and results. Submitters must address each of the components in the Best Practice Submission Form to be considered for review. AMCHP staff may follow-up with you if the Best Practice Review Panel determines that you have not provided sufficient information in your submission form.

Submissions should be made by the organization that created the practice. However, programs or practices created by another organization, which have undergone significant adaptations, are eligible for submission provided that those adaptations are clearly explained in the submission and credit is given to the original program developers. For example, a school-based urban program that is adapted for an after-school, rural population could be submitted by the organization that made this adaptation. In this case the submission should focus on the adaptation, and reference the evidence behind the original program or practice.

SCORING
A Best Practices Review Panel composed of trained reviewers will read all submissions and determine whether they meet the criteria for a Best Practice. Please note that reviewers will pay particular attention to the fulfillment of the criteria listed above in the “Best Practice Categories and Criteria” section.

TECHNICAL NOTES
Because the Zoomerang software used for best practice submissions does not permit you to save your work and come back to it intermittently, we recommend first printing out the form, reviewing the questions, consulting with colleagues (when necessary) and then completing the Best Practice Submission Form. Also, to save time, it may be helpful to gather the necessary data (e.g., Word document files) and then use the copy and paste function to complete the submission form online.

Click “Submit” to continue.
Here, you will complete the 30 questions.

Please note that any question marked with an asterisk (*) is mandatory.

If you have completed a draft of your application in Word, you can copy & paste the information into the text boxes.
Once all information is entered, please review all your answers and be sure no mandatory questions are blank.

When you are completely done, click “Submit” to send your submission to AMCHP.
The “Thank You” screen will let you know that your program has been successfully submitted online.

You should also receive a confirmation email from AMCHP staff within a week.
Updates and additional resources

If you have submitted your program online, but wish to make corrections, updates, or send additional information, contact AMCHP and we will help update the form. If you would like to share resources from your program, please email them to the contact below.

Best Practices contacts:

**Kate Howe**  
Program Manager, Child Health  
[khowe@amcph.org](mailto:khowe@amcph.org)  
202-266-3056

AMCHP main number: 202-775-0436
Thank You!

We look forward to receiving your submission!

For more information, contact AMCHP staff or visit:

www.amchp.org/bestpractices